



City of Greensboro, North Carolina  
**FY 2005-06 HOME PROGRAM ELIGIBLE HOUSING DEVELOPMENT  
Request For Proposals**

The City of Greensboro Department of Housing and Community Development requests proposals from for profit and non-profit entities for HOME program eligible development activities. Proposals will be accepted for HOME eligible activities including the development of new units, rehabilitation of existing housing units, conversion of non-residential buildings to housing use or any combination thereof.

The City anticipates awarding approximately \$918,672 in funding assistance from the Federal HOME Program. All construction projects must meet City contracting and development policies including, but not limited to, the Minority and Women Business Enterprise Plan for Construction, Procurement and Professional Services. All projects receiving federal HOME program funds must meet all applicable City and federal regulations. For further information on federal HOME program regulations and eligibility requirements consult the U.S. Department of Housing and Urban Development's HOME Program website at:

[www.hud.gov/offices/cpd/affordablehousing/programs/home](http://www.hud.gov/offices/cpd/affordablehousing/programs/home) Project developers should familiarize themselves with the HOME program requirements prior to proposal submission.

Included in the funds available under this request for proposals is approximately \$183,990 for eligible Community Housing Development Organization (CHDO) set-aside projects. The City reserves the right to increase or decrease the set aside allocation depending on eligible projects and HOME program CHDO funding requirements. Applications for CHDO set aside funds for eligible non-development activities must include complete program and budget information. The City reserves the right to evaluate CHDO non-development proposals on a basis other than the selection criteria.

**Application Changes:** Note that the City no longer provides loan funding on a residual receipt or cash flow basis for permanent housing projects. City loans must be in first or second lien priority position. Additionally, Site Specific Rehabilitation projects are limited to 8 units or greater. Support for smaller projects and scattered site rehabilitation is available through the City's Rental Housing Improvement Program. Other changes from prior years are noted in the application. The City is considering not having an application cycle in January 2006 in order to issue forward commitments for 2007 projects through an application process in late 2006.

### **Eligibility**

All proposed projects must be located within the city limits of Greensboro or be eligible for and agree to be annexed into the City limits. Applicants can be any for profit or non-profit organization or developer. The applicant must also be the owner of the project.

Non-profit organizations planning to apply for CHDO funds must submit an application for CHDO eligibility. Organizations must have their eligibility application approved and be certified

by the City Attorney's office prior to award recommendations by the Community Resource Board.

### **Submittal Elements**

All proposals must include the following required items:

1. One page cover letter containing a brief narrative description of the proposed project and amount of funds being requested, signed by the owner/applicant and dated.
2. A completed Application Checklist.
3. A completed Application Form.
4. Attached Exhibits 1 through 15 as described in the Application Form.
5. Tax Credit Projects must include a copy of their Preliminary Application Form, as submitted to the NCHFA LIHTC program without attachments.

### **Submittal Instructions**

All proposals shall be delivered unbound in an 8 1/2" x 11" format and delivered to Linda Kirkman at the Department of Housing and Community Development, 3<sup>rd</sup> Floor, Room 315, Melvin Municipal Office Building, 300 W. Washington Street, Greensboro, NC or mailed to PO Box 3136, Greensboro, NC 27402-3136. Proposals should be placed in a manila envelope with the words "2004 HOME Eligible Housing Development Proposal Application" written on the outside of the envelope. The City will not consider proposals that are mailed and do not arrive prior to the proposal deadline.

**Proposals must be received in the office of the Department of Housing and Community Development by 4:00 PM on Monday, February 28, 2005. (No exceptions)**

### **Evaluation Process**

Contained in the Application package is a description of the Project Selection Criteria and Point Allocation System to be used in evaluating proposals. Each proposal will be evaluated against these criteria and assigned a point value up to a maximum of 100 points. The project scoring is a tool for evaluation, but is not the sole criterion for a decision. The Community Resource Board will make a final funding recommendation to the Greensboro City Council.

**A pre-application information session is scheduled for Wednesday February 9th, 2005 at 6:00 PM at the McGirt-Horton Branch Library, 2509 Phillips Avenue.** City staff will be present at this information session to answer questions about this application process. Applicants are not required to attend this session.

### **Public Hearings**

A Public Hearing will be conducted by the Community Resource Board on **Thursday, March 31, 2005 at 6:00 PM in the City Council Chamber of the Melvin Municipal Office Building, 300 W. Washington Street, Greensboro, NC.** At this Public Hearing persons are invited to speak to the Community Resource Board about this application process and about their housing development proposals. It is expected that the Community Resource Board will make its final recommendations for funding on or about April 7, 2005.

The Greensboro City Council will conduct a Public Hearing to consider these and other housing and community development proposals on **Tuesday, May 3, 2005 at 6:00 PM in the City Council Chamber of the Melvin Municipal Office Building, 300 W. Washington Street, Greensboro, NC.**

### **Further Information**

For further information about this application process, please contact Cynthia Blue, Housing Planner and Development Specialist, at 433-7376 or 333-6930 (TDD).